

GREENWOOD TRAILS ADVISORY BOARD MINUTES

Meeting Date and Time: February 23, 2006, 7:00 p.m.

Meeting Place: Greenwood Community Center

Public Attendance: None

Parks Board/Parks Dept. in Attendance: Mike Sawa

Members in Attendance: Don Cummings, Anita Knowles, Eric Link, Eric S. Miller, Thane Morgan, Laura Swank, Diana Sullivan, and Ron Welsh

Members absent: Jim Anderson, Jean Kennedy, David Owens, and Reba Wooden

Minutes submitted by: Eric S. Miller

1. Approval of January meeting minutes. The minutes of the January meeting was approved.

2. Open Forum. Parks Board member Mike Sawa addressed the board with his viewpoint on trails issues.

3. Subcommittee reports.

a. **Personnel.**

i. **Resignations.** Chairperson Morgan announced the resignation of Rev. David Mark Owens from the Board. Rev. Owens would like to continue helping build relationships between churches and the Board.

ii. **Member expectations.** Chairperson Morgan addressed the member expectations used as the criteria for selecting the original members of the Board. Since these criteria were not adopted, a motion was made to adopt the following list of member expectations for each participant on the Board. Anita Knowles made the motion and Don Cummings seconded. The list of expectations follows as Attachment #2.

b. **Crossing US 31.** Don Cummings reported BF&S had requested additional information as part of their work on a MPO grant application for a bridge.

c. **Fundraising.**

i. **Fund balance.** Vice Chair Welsh reported the fund balance is approximately \$3500. That figure will be reduced by \$1600 once the bridge at Summerfield Park has been installed.

ii. **Subcommittee chairperson.** Diana Sullivan will replace Vice Chair Welsh as the chairperson for the subcommittee. The Vice Chair will remain the Board's liaison with the JCCF.

- iii. **Bench program.** Vice Chair Welsh confirmed receipt of a second bench sponsor since the January meeting. Additionally, he reported on a plan by which the JCCF will notify the Board as monies are sent directly to the trails fund for a bench sponsorship.
- iv. **Pursuit of Congressional funds.** Chairperson Morgan reported on other area communities that have received Congressional monies for their trails pathways and recommended the Board investigate the matter for the City. Since the City must formally make the request, the Board is willing to assist with the request process.
- v. **Alternative revenue streams.** Chairperson Morgan raised the issue of tax abatements (which are used to entice businesses to relocate in the City) reducing the amount of money available for trail development. As such, the Board formally requests the Parks Board examine the possibility of alternative revenue streams for trail development. Some ideas the Board has are charging impact fees for transportation infrastructure improvements, expanding recreational fees to commercial properties, and earmarking a percentage of the infrastructure fees for trail development.
- d. **Signage and Naming.** Anita Knowles reported that Jim Anderson is dealing with personal issues that prohibit his involvement on the Board at this time. Once those issues are resolved, he plans to continue his work on the Board. Given the occasional role the subcommittee plays within the Board, future discussion of signage and trail naming will appear as a construction update.
- e. **Grants.** Nothing to report.
- f. **Trails Master Plan.** Don Cummings reported that he attended the February 20 Common Council meeting whereby a trail issue was discussed. The Council had a first reading of an ordinance to prohibit vehicles parking on a trail or sidewalk or in the space between a trail or sidewalk and the street. He added that Mayor Henderson amended the proposal to permit the activity if the vehicle is parked in a driveway. Don Cummings said he approached the Mayor after the meeting to amend the language further to ensure that vehicles obstructing a trail or sidewalk would be permitted as long as the vehicle did not force pathway users onto the street.

4. Liaison reports

a. Planning Commission/Planning Dept.

- i. **Liaison coverage.** Chairperson Morgan reiterated the importance of having someone in this liaison role. The

Commission's meeting schedule is posted on the City Web site and public input into projects is welcomed.

- ii. **Trails-friendly ordinance proposal.** Don Cummings asked Mike Sawa to check with Ed Ferguson regarding the trails-friendly ordinance proposal generated by the Board last year. The Board wants to ensure this document is read and considered prior to the finalization of the City Comprehensive Plan. Chairperson Morgan said one of his goals for the year is to get at least a part of the ordinance proposal enacted.
- b. **Media.** Chairperson Morgan commented that the creation of press releases in a timely fashion is critical to generating and retaining community awareness of the trail network. His wife, who is a public relations professional, has volunteered to aid the Board in the writing of press releases. The Board graciously accepted her offer. The working plan for future releases is for the individual with the facts to contact Chairperson Morgan who will pass them along to his wife for copywriting. A draft of the release will be sent to all Board members for a three-day review. After that period, changes will be made to the release and it will be distributed to local media. The Board also recognized the scope of this role and determined to rename it Communications in order to tie-in media relations with other communication methods (such as the e-newsletter distribution, print brochures, and Web site communication).
- c. **Parks Board.** Don Cummings reported that after some discussion with City officials, it has been determined that trail users can park at the old Greenwood Airport parking lot (on County Line Road) for as long as that lot exists. The Board would like to thank the Board of Aviation Commissioners for their generosity.
- d. **Churches.** There is a need for someone to take on this liaison role.
- e. **Schools.** There is a need for someone to take on this liaison role.
- f. **Healthcare.** Nothing to report.
- g. **Indianapolis Greenways.** There is a need for someone to take on this liaison role.
- h. **WRT/County.** Nothing to report.
- i. **Developer/Builder.** Nothing to report.

5. Construction Updates

- a. **Polk Hill Trail.** It was noted that a sign had been knocked down along the trail during the snow; the Parks Department is aware of the need to replace it. Additionally, it has been noted that two of the concrete barricades were removed from the pedestrian

island where the trail crosses Smith Valley Road, thus removing a layer of protection for trail users. Laura Swank commented that there is a continuing problem of dog walkers using the trail and not cleaning up after a dog relieves itself on the pathway. This is creating an on-going obstruction and health hazard to trail users.

- b. **Craig Park.** Nothing to report.
- c. **Tracy Trail.** Nothing to report.
- d. **Summerfield Park.** Nothing to report.
- e. **Whetzel Trail.** The possibility for the trail to cross Worthsville Road at the west end (by the railroad tracks) and be extended along the Endress-Hauser property does exist.
- f. **Main Street Trail.** The City will remove the orange marker posts—which delineate the trail from the adjacent Main Street—and replace them with a cement separation curb.
- g. **Emerson Pathway.** Nothing to report.
- h. **Sidewalks.** Nothing to report.
- i. **Howard Road.** It was reported that Norm Gabehart has said his top priority for trail construction in 2006 is the completion of the pathway along Howard Road.

6. Review of January Action Items

- a. **Bench program press release.** No release has been issued to date. Some local media coverage was received following the January email newsletter distribution.
- b. **Trails brochure updates.** The trails brochure needs to be updated with information regarding the bench sponsorship program.
- c. **Free bridge availability.** Chairperson Morgan investigated the bridges offered by the Indiana DNR and learned most of the bridges are too large for our trail needs.
- d. **Trails amenity suggestions.** Don Cummings drafted a proposal for trail amenity standards for the City. Board members are asked to review the draft and bring suggestions to the March Board meeting for a possible vote.
- e. **Airport parking situation.** This matter has been resolved.

7. New Business

- a. **Cancer relay team.** The Board discussed the possibility for creating a team to participate in the June 10-11 cancer relay walk at Greenwood Middle School. Although the relay benefits a worthwhile cause, the Board chose not to field a team.

b. **2006 TAB goals.** Chairperson Morgan suggested the Board identify no more than five priority items to focus on each year. Some possible priorities for 2006 include:

- Getting the trails ordinance proposal enacted by the Common Council
- Updating the Trails Master Plan and getting it approved by the Parks Board
- Create a maintainable map which shows existing trails/sidewalks, trails/sidewalks that are in-progress, and planned trail/sidewalk construction.
- Renew political consensus for trail development within City government
- Align trail funding with the citizen survey results
- Setting a fundraising goal
- Create a tie-in with the Mayor's Commit to Fit program and the trail system

This matter will be discussed further at the March meeting.

8. Open Forum

- a. **Dog-walking club.** Don Cummings noted there was a recent news article on a dog-walking club in Johnson County that is looking to organize events on local trails. The question was posed to the Board as to whether this would be good or bad for the trail system.

Next Meeting: Thursday, March 23, 2006, at the Greenwood Community Center, 7:00 p.m.

Attachment #1: Board Member Action Items (by Member)

All Members

1. Review trail amenity draft and provide comments to Don Cummings.

Don Cummings

1. Collect data from Ball State University professor whose class worked with the City on the 2005 citizen survey and updates to the Comprehensive Plan.

Anita Knowles

1. Investigate Congressional funding opportunities for trail development.

Eric S. Miller

1. Re-PDF and distribute member directory
2. Contact Norm Gabehart RE: TAB email sent to him or his assistant
3. Incorporate bench sponsorship information onto trails brochure

Chairperson Morgan

1. Contact Norm Gabehart and Evan Springer RE: BF&S grant application.
2. Contact Norm Gabehart RE: communication, attending TAB meetings.
3. Telephone Jim Anderson.
4. Gather information, create, and distribute press release regarding second bench sponsorship.
5. Email Planning Commission meeting information to Board members and begin a sign-up sheet for Board members to sign-up to attend meetings.
6. Check on missing concrete barricades from Polk Hill Trail island with Norm Gabehart.
7. Contact Norm Gabehart RE: follow-thru on Main Street Trail issues from the January minutes.

Attachment #2: Trails Advisory Board Member Expectations

1. Must have the time to be an active participant on the Board and not simply attend meetings to stay informed of the trails development effort.
2. Live, work, or recreate in Greenwood proper if possible.
3. Help maintain a broad representation of user types (such as runners, cyclists, walkers, rollerbladers, etc.).
4. Help maintain a broad representation of Greenwood geographically.
5. Keep up with local affairs.
6. Must have email access for communications.
7. Support the TAB vision.
8. Must be willing to take on one of the open tasks, liaison roles, etc.

Attachment #3: Draft of Trail Amenity Guidelines

Standard Trail Amenities

Proposed Standard (this draft is a starting point for discussion)

The following recommendations apply to all elements of the trails network (greenways, roadside pathways and sidewalks). It is recognized that some aspects of these recommendations may not be practical along some areas of sidewalks, but to the extent they CAN be implemented, they SHOULD be implemented. The city shall work in good faith to find right-of-way solutions for these amenities (such as expanded right of way widths in the needed location). Further all utilitarian items shall be designed for year-round use.

1. Benches: goal of one per quarter mile, never less than one per half mile (closer spacing ok if a sponsor wants to designate an exact location)
2. Trash receptacles—at every bench, but sufficiently distant to avoid odors
3. Dog waste clean-up station—one per mile, preferably at a bench location
4. Information board—one per mile, preferably at a bench location
5. Occasionally positioned landscaping elements (trees, shrubs, plantings) and artwork (sculpture, murals, fountains).

In addition, we recommend that for asphalt pathways one “oasis” should be installed approximately¹ every two miles. Elements of an oasis are listed below. Oasis elements may substitute for the above-noted requirements (i.e. no need to duplicate).

Oasis Elements (all on pavement with pedestrian connector to pathway)

1. Two benches
2. Trash receptacle
3. Dog waste clean-up station
4. Information board
5. Suggestion box
6. Trails network literature station
7. Trails network map
8. Bike rack
9. Rest rooms²
10. Water fountain(s)
11. Dog watering station
12. “Street light” (if not already lit by another nearby such light)
13. User-accessible outdoor electrical outlet on restroom building
14. User-accessible outdoor electrical outlet near each bench³

15. Wireless internet hub

Notes

1. Oases may be alternately located at trailheads, parks or other public (governmentally owned) property
2. Rest room requirement is waived if there is a park within a half mile and that park's restrooms are open at all times.
3. If two benches are end-to-end, one shared electrical outlet will suffice